

## Appendix XI. Sample Forbearance Request Tracking Spreadsheet

Field Offices and TARCs must maintain records of forbearance requests and their responses. Field Offices and TARCs may use the historical tracking data and format that make sense for them. An example of a tracking spreadsheet is provided below. This optional format for record-keeping is different from the required format for reporting back to HUD on forbearance requests (see Appendix X).

PHA Name	HA ID	Date of forbearance request	Program	Request number	MTCS reporting rate (date request received)	FO/TARC response	FO/TARC response date	MTCS reporting rate (end of semi-annual period)
Victor Grove PHA	LA665	11-Aug-1999	Public Housing	First	70%	Approve	20-Aug-1999	80%
Victor Grove PHA	LA665	02-Feb-2000	Public Housing	Second	80%	Approve with modifications	10-Mar-2000	84%
Big Bird PHA	TX667	13-Aug-2000	Section 8	First	60%	Approve with modifications	31-Aug-2000	62%
Trevor Rhys PHA	OK668	05-Aug-2000	Public Housing	First	55%	Disapprove	01-Sep-2000	60%
Piasa PHA	AR669	10-Aug-1999	Section 8	First	70%	Approve	12-Aug-1999	75%
Piasa PHA	AR669	05-Feb-2000	Section 8	Second	75%	Disapprove	01-Sep-2000	75%
Carolyn PHA	TX670	12-Aug-1999	Public Housing	First	40%	Approve	02-Sept-1999	55%
Carolyn PHA	TX670	10-Feb-2000	Public Housing	Second	55%	Approve	01-Mar-2000	80%
Carolyn PHA	TX670	03-Aug-2001	Public Housing	Third	80%	Approve	22-Aug-2001	90%
Orbison RRHA	VA199	08-Aug-2001	Section 8	First	12%	Approve	29-Aug-2001	20%